Closed Circuit Television (CCTV)

Policy & Guidelines

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1.0 Policy Statement

1.1 Closed Circuit Television (CCTV) on YIFM's premises are regulated in accordance with the Data Protection Acts 1988/2003, General Data Protection Regulation GDPR (EU) 2016/679.

2.0 Policy Purpose

2.1 The purpose of this policy is to outline the safeguards in place in regard to the operation of and access to the CCTV systems, and the resultant images.

3.0 Policy Scope

3.1 This policy applies to all staff involved in the operations of YIFM's CCTV systems.

4.0 Legislation

4.1 Data Protection Acts 1988/2003, General Data Protection Regulation GDPR (EU) 2016/679.

4.2 Data Protection Principles

- Obtain and process data fairly;
- Only keep personal data for one or more specified, explicit and lawful purpose;
- Process personal data only in ways compatible with the original purpose;
- Keep personal data safe and secure;
- Keep personal data accurate, complete and up to date;
- Ensure that personal data is adequate, relevant and not excessive;
- Retain personal data no longer than is necessary for the specified purpose;
- Provide a copy of his/her personal data to any individual, on request.

5.0 Purposes of CCTV

5.1 The CCTV system is operated on YIFM's premises for the safety and security of the young people people we support, our staff, buildings, information and located or stored on the premises, and assets.

5.2 The CCTV system may be used to investigate security incidents in order to secure evidence, should such incidents occur.

6.0 Purpose Limitation

6.1 The CCTV system is not used for any other purpose than that outlined in 5.0 above; for example, it is not used to monitor the work of employees or to monitor attendance.

7.0 Roles & Responsibilities

7.1 The CCTV system of YIFM's premises are operated and maintained by Kilkenny Communications, Unit 6, Hebron Industrial Estate, Hebron Rd, Leggetsrath West, Kilkenny.

7.2 The system is accessed as necessary by staff of Kilkenny Communications and Authorised YIFM Staff. All equipment is tested and monitored in a planned and coordinated manner.

8.0 Summary Description & Technical Specifications for the CCTV System

8.1 The CCTV system is a conventional static system. It records digital images and is equipped with motion detection. It records any movement detected by the cameras in the area under surveillance, together with time, date and location.

8.2 All cameras operate 24 hours a day and 7 times a week.

8.3 The image quality in most cases allows identification of those in the camera's area of coverage.

8.4 The cameras are all fixed (there are no pan-tilt-and-zoom cameras), and thus, they cannot be used by operators to zoom in on a target or follow individuals around.

8.5 YIFM does not use high-tech or intelligent video-surveillance technology, does not interconnect our system with other systems, and does not use covert surveillance, sound recording, or 'talking' CCTV.

9.0 Siting of Cameras

9.1 It is essential that CCTV equipment is sited in such a way that it only monitors those areas intended to be covered by the equipment.

9.2 If it is not possible to restrict coverage, the owner of a property or space being overlooked should be consulted. If cameras are adjustable, this should be restricted in such a way that it is not possible to manipulate them to overlook areas not intended to be covered.

10.0 Signage

10.1 It is essential that legible CCTV Recording in Use signs are displayed in a prominent place where they will be clearly seen by staff, YIFM service users, and the public.

10.2 The signs should contain the following information (***see Page 7 for example***):

- Identify YIFM as responsible for the surveillance;
- Purpose of the surveillance;
- Contact details;
- The image of a camera.

11.0 Quality of the Images from CCTV

11.1 It is important that the images produced by the equipment are as clear as possible in order that they are effective for the purpose/s for which they are intended.

11.2 The equipment and recording media should be maintained on a regular basis to ensure the quality of the images is upheld.

12.0 Retaining Information & Processing Images

12.1 It is important that images are not retained for longer than is considered necessary for the purpose/s for which they were processed. Therefore, unless the images are required for evidential purposes in legal proceedings, they will not be retained beyond a maximum of 14 days.

12.0 Retaining Information & Processing Images (cont'd)

12.2 In order to protect the security of the CCTV system, a number of technical and organisational measures have been put in place, including:

- Administrative measures include the obligation of all outsourced personnel having access to the system (including those maintaining the equipment and the systems) being individually security cleared;
- Access rights to users are granted only to those where it is strictly necessary for them to carry out their work;
- Only YIFM's Data Protection Working Group is able to grant, alter or annul any access rights of any persons.

13.0 Access to the Images

13.1 It is important that access to, and disclosure of images to third parties are strictly controlled and documented. This is to ensure that the rights of the individual are maintained, and that the chain of evidence remains intact should the images be required for evidential purposes. Access to these images will normally be through the following: Court Order for Discovery, Freedom of Information access request, or a Data Protection access request.

13.2 Only in exceptional circumstances may images be disclosed to those carrying out a formal internal investigation or disciplinary procedure, where it can reasonably be expected that the disclosure of the images may help the investigation or prosecution of a sufficiently serious disciplinary offence or a criminal offence.

14.0 Subject Access Requests

14.1 Under Data Protection legislation, an individual has the right to view any personal information held about them by a Data Controller, such as YIFM. All requests should be made in writing to Data Protection Request, YIFM, St. Joseph's, Waterford Rd, Kilkenny or dpo@yifm.com.

14.2 The following information should be logged where access is provided:

- Record the reason for disclosure;
- Record the details of the image disclosed i.e. the date, time and location of the image;
- Record who was present when the images were disclosed;

- Record whether any images were disguised/blurred to prevent identification of individuals other than the data subject.

14.0 Subject Access Requests (cont'd)

14.3 If it is not possible to disguise the images, an external company may be contracted to facilitate this. This will need to be recorded.

14.4 Requests will not be complied with where there are insufficient details supplied relating to the date and time of the recording. Correspondence is to be sent to the requester advising them of this.

14.5 If the data subject wishes to view the images on site, as opposed to a copy being sent, the viewing should take place in a closed office with only the relevant individuals present.

15.0 Access Requests from An Garda Síochána

15.1 In line with Section 8 of the Data Protection Acts 1988/2003, An Garda Síochána are entitled to view personal information about individuals, if it is for the following purposes:

- For the prevention or detection of crime;
- For the apprehension or prosecution of offenders;
- When it is required urgently to prevent injury or other damage to the health of a person, or serious loss of or damage to property;
- When it is required by, or under any enactment, or by a rule of law or order of a Court.

15.2 Requests must be made on the official Garda Data Protection Form.
All other queries concerning Data Protection in An Garda Síochána can be directed to:
Data Protection Unit, Third Floor, 89-94 Capel Street, Dublin 1, D01 E3C6

Email: GDPR.DataProtection@garda.ie

Tel: +353 (01) 666 9521

Office Hours:

(Mon – Thurs: 10.00 – 13.00 & 14.00 – 16.30)

(Friday: 10.00 – 13.00 & 14.00 – 16.00)

CCTV Sign example: